

GREAT PLAINS INTERAGENCY DISPATCH CENTER STANDARD OPERATING GUIDE # 25

TITLE: Incident Supply Ordering Process

EFFECTIVE DATE: May 23, 2013

UPDATED: February, 2019

INTENT: To clarify the processes to order incident supplies i.e., meals and miscellaneous items in the GPC IA response zone.

PROCEDURE:

1. Great Plains Interagency Dispatch Center (GPC) is responsible for Incident supply ordering either through IA or expanded. The following procedures are used to procure supplies for each agency in the GPC IA zone.

- 1.1. Forest Service: For both the Black Hills and Nebraska National Forests

- 1.1.1 Type IV and Type V incidents requiring meals and supplies shall follow the following process;

- a. IC or delegated ORDM will pass the order with GPC
 - b. GPC will call the DO let him know there will be a purchasing need for his incident
 - c. GPC will put the request in ROSS
 - d. DO will contact his/her on-call procurement support (micro purchase card holder).
 - e. They will then call GPC, identify his/her self as procurement support for the XYZ Fire,
 - f. GPC will email the RO this individual
 - g. Incident procurement support (IPS) will arrange for meals/supplies to be purchased (locally is always best)
 - h. Incident procurement support will fill out the Meal/Supplies/Lodging form found on the GPC website
 - i. Incident procurement support will find drivers to pick up and deliver to the incident; meal form should accompany the driver for verification to vendor. Meal form will be faxed or email to GPC to allow fill information entered into ROSS

- 1.1.2 The process for type three incidents is the same as above however, these orders could be placed through IA or expanded depending on the status of expanded dispatch. In addition, an on-call Warranted Officer can be called to assist the district procurement staff if needed. On-call list will be supplied by the Black Hills Supervisor's Office.

- 1.1.3 For Type I and Type II Incidents a Buying Team will be ordered immediately after the IMT order is placed.

- 1.2 National Parks Service

- 1.2.1 The process is the same as above for NPS incidents however, Angie Nellen or her designee are the incident procurement support contacts for all the National Parks in GPC's IA zone. In the event a NPS IPS is not available, the closest FS Duty officer and IPS will be called.

- 1.2.2 For Type I and Type II Incidents a Buying Team will be ordered immediately after the IMT order is placed.

1.3 South Dakota State Wildland Fire (SDS)

- a. If the workload at GPC is such where we can order meals for SDS incidents, any GPC dispatcher can do so.
- b. It will be the SDS DO's responsibility to locate needed drivers to pick-up and deliver meals/supplies
- c. GPC will fill out the meals form and fax or email to the SDS DO to accompany the driver
- d. Copy of resource order and meal form shall be emailed to Brenda Even for payment
- e. At the time GPC becomes too busy to adequately manage normal duties and SDS ordering, the above (federal) process shall be used.

1.3.1. For Type I and Type II Incidents, a Buying Team will be ordered immediately after the IMT order is placed.

2. Incident Replacement is the same for ALL agencies:

2.1 Follow Chapter 30 in the Interagency Incident Business Management Handbook, for all incident replacement requests. Requests are processed within 30 days of the incident being called controlled. Local units use and track the following supply numbers when ordering incident replacement items for non-NFES supplies for Type III, IV, and V incidents.

<u>BKF</u>		<u>NBF</u>	
Helitack	5000 - 5999	Bessey	10000 – 10999
Hell Canyon	7000 – 7999	Pine Ridge	11000 – 11999
Northern Hills	8000 – 8499	Pine Ridge J.C.	12000 – 12999
Bearlodge	8500 – 8999	Fall River	13000 -- 13999
Mystic	9000 – 9999	Wall	14000 – 14999
		Fort Pierre	15000 – 15999
<u>NPS</u>		<u>SDS</u>	
All Parks	16000 – 16999	All SDS	17000 - 17999

2.3. Type I and Type II requests are placed with the supply unit of the Incident Management Team following their procedures.

2.4. For SDS incidents follow SD WFS SOP #28 – *Ordering Process for Incident Supplies and Replacement*, effective July 1, 2006

SD WFS SOP #28 states all requests for incident replacement items on SDS incidents will be accompanied by a complete USDA/USDI Form 289 – *Property Loss or damaged Report* or an ICS Form 213 signed by the IC or Section chief from a Type I or II IMT. All requests are routed per channels as outlined in the SOP.

2.5. For items within the National Cache system NFES Catalog – Type III, IV, and V incidents

- a. Hosting agency FMO (needs FMO signature) in conjunction with their Incident Procurement support will fill out an OF-315 (NFES-1300) for any replacement items needed from the RMA or National Cache. (The above S numbers should also be used).

- b. The OF-315 shall be faxed/emailed to GPC. Great Plains will need to enter cache items in ROSS using the S numbers the host unit supplied. All cache replacement items must be entered into ROSS, the caches will not take the request any other way.

- c. For Type I and II incidents the Supply unit will use the block of numbers from the cache beginning at 100,000-199,999. The cache will fill and ship the order via ICBS-R.

